

# **RULES OF ORDER**

**PETERBOROUGH**

## **TOWN COUNCIL.**

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*PASSED 4th JUNE, 1877.*

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**PETERBOROUGH:**

**J. R. STRATTON, PRINTER AND PUBLISHER, EXAMINER BUILDINGS,  
1877.**

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THE HONORABLE SECRETARY OF THE  
NAVY  
WASHINGTON, D. C.

DEAR SIR:  
I have the honor to acknowledge  
the receipt of your letter of the  
10th inst. and in reply to inform  
you that the same has been  
forwarded to the proper  
authorities for their consideration.

I am, Sir, very respectfully,  
Yours,  
Very truly,  
Your obedient servant,  
J. D. [Signature]

Enclosed for you are  
two copies of the report  
of the [unclear] [unclear]  
of the [unclear] [unclear]

## BY-LAW NO. CCCLVII.

### A BY-LAW

To provide Standing Rules of Order for Regulating the Proceedings of the Municipal Council of the Town of Peterborough.

Passed the Fourth Day of June, A.D. 1877.

*Be it enacted by the authority of the Town Council of the Town of Peterborough, and it is hereby enacted by the authority of the same, that the following rules shall be and are hereby adopted as the Standing Rules of Order to regulate all proceedings of the said Town Council, that is to say :*

### MEETINGS AND ADJOURNMENTS.

**RULE 1.**—At all meetings of the Council, as soon after the hour appointed for the meeting as there shall be a quorum present, the Mayor shall take the Chair and call the Council to order. Should there not be a quorum present at the expiration of half an hour after the time appointed for meeting, the Mayor shall adjourn and name the next time of meeting. Adjournments in all cases shall be by motion naming the time for next meeting.

**RULE 2.**—In absence of the Mayor the Clerk shall

call the meeting to order, and one of the Councilmen present shall be chosen to preside for the meeting only at which he has been so chosen, or until the arrival of the Mayor in the meantime.

### **MINUTES.**

**RULE 3.**—At every meeting, immediately after the Chair is taken, the Clerk shall read over the minutes of the next previous meeting, when errors, if any exist, shall be corrected, and the Mayor or Chairman shall then sign the minutes.

### **MAYOR.**

**RULE 4.**—It shall be the duty of the Mayor to preside at all meetings of the Council, to preserve order and decorum, and decide all questions of order, subject to an appeal to the Council, stating the rule or practice on which his decision is founded.

**RULE 5.**—The Mayor shall be ex-officio a member of all Committees of the Council.

**RULE 6.**—The Mayor or other presiding officer may vote with the other members on all questions, and any question on which there is an equality of votes shall be deemed to be negatived.

**RULE 7.**—If the Mayor or other presiding officer desire to leave the Chair for the purpose of taking part in the debate or otherwise, he shall call one of the members to fill his place until he resumes the Chair.

### **COUNCILLORS.**

**RULE 8.**—Every Councillor, before beginning to speak, shall rise from his seat uncovered, and shall address



himself to the Chair only: he shall confine himself to the question or motion under discussion, shall avoid all personalities and improper language, and shall sit down as soon as he has done speaking.

**RULE 9.**—When two or more Councillors rise to speak at the same time, the Mayor or Chairman shall name which is to speak first, and the others shall sit down.

**RULE 10.**—Every Councillor present shall vote on all questions and motions, unless the Council excuse him, or unless he be personally interested in the result.

**RULE 11.**—A Councillor called to order shall sit down, unless he be permitted by the Mayor or Chairman to explain, and the Council, if appealed to, shall decide the question of order.

**RULE 12.**—No Councillor shall speak disrespectfully of the Queen or any of the Royal Family, or of the Governor or person administering the Government of this Province, nor shall any member use improper language in speaking of the proceedings of the Council or of any individual Councillor.

**RULE 13.**—Any Councillor may require the question or motion under discussion to be read for his information at any time during the debate, but not so as to interrupt a member speaking.

**RULE 14.**—No Councillor shall speak more than once to the same question, except the mover, who shall have the right of reply when all other speakers have finished, provided that any Councillor concerning himself mis-

understood may explain, but so that no new matter be introduced.

**RULE 15.**—Upon a division of the Council the names of those who vote for and those who vote against the question shall be entered upon the minutes, not only in the cases required by law, but when any two members shall call for yeas and nays.

### **ORDERS OF THE DAY.**

**RULE 16.**—The business of the Council shall be taken up in the following order :—

- 1st. Reading of the minutes, etc.
- 2nd. Reception and disposal of communications.
- 3rd. Presenting, referring or disposing of petitions.
- 4th. Presenting, referring or passing accounts.
- 5th. Reception of Reports of Committees and action thereon.
- 6th. Notices of motions.
- 7th. First, second and third reading of By-laws.
- 8th. Motions of which notice has been given.
- 9th. Motions and questions, and the consideration of any business introduced by members.

Notices in writing of intention to introduce a measure may be given at any time during the meeting, and

shall always be entered by the Clerk on the minutes.

### **MOTIONS.**

**RULE 17.**—A motion to adjourn shall be always in order, provided such motion be so made as not to interrupt a member while addressing the Chair and confining himself to the question in debate.

**RULE 18.**—Every motion shall be presented to the Chair in writing with the names of the mover and seconder written thereon, excepting only motions for adjournment, for the adoption of reports, for reference of petitions or other documents to Standing Committees, for the Council to go into Committee of the Whole, or for a Committee to rise.

**RULE 19.**—Every motion read by the Mayor shall be deemed to be in the possession of the Council, and can only be withdrawn before decision or amendment by permission of the Council.

**RULE 20.**—No motion for the reconsideration of a question previously decided shall be considered as carried unless a majority of the whole Council votes in favor of such reconsideration, and such motions, if made at the same meeting during which the first vote was taken, shall be decided without debate.

**RULE 21.**—No member except the mover shall speak upon any motion until it shall have been read from the Chair, and the motion, if debated, shall again be read before the question be put.

**RULE 22.**—A motion for commitment shall, until it be decided, preclude all amendments of the main question.



**RULE 23.**—While a motion is under debate no other motion shall be received, unless, firstly, to amend; secondly, to commit; thirdly, to lay on the table; fourthly, to move the previous question; fifthly, to postpone it; or sixthly, to adjourn.

**RULE 24.**—The previous question, until it is decided, shall preclude all amendments of the main question, and shall be put without debate in the following words: "That this question be now put," and if this motion be resolved in the affirmative, the original question is to be put forthwith without any amendment or debate.

### **AMENDMENTS.**

**RULE 25.**—When an amendment is offered the amendment shall be put before the original motion, and when more than one amendment the last shall be put first, the one next before the last second, and so on of the rest, excepting amendments naming sums or times, in which case that naming the largest sum or the longest time shall be put first.

**RULE 26.**—When the question under consideration contains distinct propositions, upon the request of any member the vote upon each proposition shall be taken separately.

**RULE 27.**—After any question is finally put by the Mayor or other presiding officer no member shall speak to the question, nor shall any other motion be made until after the result is declared and the decision of the Mayor or other presiding officer as to whether the question has been finally put shall be conclusive.

**RULE 28.**—Whenever the Mayor or other presiding officer is of opinion that a motion offered to the Council is contrary to the rules and privileges of the Council,

he shall apprise the members thereof immediately before putting the question thereon, and quote the rule or authority applicable to the case without argument or comment.

**RULE 29.**—Members shall always take their places when any division is called for.

### **COMMITTEES.**

**RULE 30.**—Every member who shall introduce a By-law, petition, or motion, upon any subject which may be referred to a Select Committee, shall be one of the committee without being named by the Council, and shall, unless he otherwise determines, be the Chairman of such committee.

**RULE 31.**—Should a Chairman of any committee neglect or refuse to call a meeting of his committee at such times or with such frequency as the proper dispatch of the business entrusted to them requires, or do the business of the committee without the knowledge or consent of its members, or contrary to their wishes or sanction, the committee may report such neglect, refusal, or action, to the Council, who may, if they deem it advisable, remove the said Chairman from the committee and appoint another in his place, and every such re-constructed committee shall have a right to appoint a Chairman, who shall report such appointment to the Clerk of the Council.

**RULE 32.**—A majority of the whole number of any committee shall be a quorum, competent to proceed to business.

**RULE 33.**—Members of the Council may attend the meetings of any of its Committees but shall not be allowed to vote, nor shall they be allowed to take part in

any discussion or debate except by the permission of the majority of the members of the committee.

**RULE 34.**—Every committee appointed to report on any subject referred to it by the Council, shall report a statement of facts with its opinion thereon in writing, and no reports shall be presented to the Council as the Report of any Committee unless agreed to by a majority of the committee actually assembled, and signed by the Chairman, Provided that the minority of any committee may present a written report on the matter referred to it, but so that such report shall be especially designated a "Minority Report."

**RULE 35.**—At the second meeting of the Council in each year Standing Committees for the year shall be appointed

### **COMMITTEE OF THE WHOLE**

**RULE 36.**—When a motion to go into committee of the whole is carried the Mayor shall leave the chair and nominate a Chairman of Committee, who shall immediately take the chair without comment, and when the committee rises shall report its proceedings to the Mayor.

**RULE 37.**—A motion in committee of the whole to rise without reporting, or that the Chairman leave the chair, shall always be in order, and shall take precedence of any other motion, on such motion debate shall be allowed, and on an affirmative vote, the subject referred to the committee shall be considered as disposed of in the negative, and the Mayor or other Presiding Officer shall resume the chair and proceed with the next order of business.

**RULE 38.**—All standing rules of the Council shall be

observed in committee of the whole so far as they may be applicable, excepting the rule limiting the number of times a member may address the Council.

### **BY-LAWS, &c.**

**RULE 39.**—Every By-law, Memorial or Address of the Council shall be read three times before being passed, the first time in Council when the general object of the measure may be discussed, the second time in committee of the whole, when the clauses shall be read and put separately, and the third time after being engrossed in Council without amendments excepting that it may at any time be recommitted, and no By-law shall be read more than twice at any one meeting of the Council, Provided, however, that this latter clause may at any time be suspended and the Memorial By-law or address be read a third time at the same meeting and finally passed thereat if a majority of the whole Council vote therefor.

**RULE 40.**—~~All By-laws passed by this Council shall continue to be designated by Roman Numerals only.~~

**RULE 41.**—In all By-laws introduced into this Council each separate enactment shall form a separate section and shall be numbered progressively by Arabic numerals from number one upwards.

**RULE 42.**—No By-law shall be introduced into the Council unless the title of such By-law contain some express allusion to each and every important matter or thing contained in such By-law.

**RULE 43.**—No By-law or resolution involving an expenditure of money shall be introduced to or read in the Council unless notice thereof in writing shall have been given at the last preceding meeting of the Council.

cil, except by leave of a eight members of the Council, and no such By-law shall be read a third time at the same meeting except eight members vote therefor.

### PETITIONS.

**RULE 44.**—Every Petition on being presented may be read either by the member presenting it or by the Clerk.

**RULE 45.**—All petitions or other written communications on any subject within the cognizance of any Standing Committee may on presentation be referred by the Mayor or other Presiding Officer to the proper committee without any motion, but any member may move that in referring said petition or other communication, certain instructions may be given by the Council, or that the said petition or communication be referred to a Select Committee, and if the petition or communication complain of some present personal grievance requiring an immediate remedy, the matter contained therein may be brought into immediate discussion and disposed of forthwith.

### SPECIAL COMMITTEES.

**RULE 46.**—When a Special Committee shall be appointed for any purpose it shall be the duty of the Clerk to furnish the Chairman of the committee with a copy of the resolution appointing the committee, and such member shall notify the other members of the time and place for such committee to meet.

**RULE 47.**—All accounts and claims against the Council shall be examined and passed before being paid, and no account or claim shall be paid without authority therefor in the minutes of the Council.

CHARLES D. MACDONALD,

*Town Clerk.*

WM. TOOLE,

*Mayor.*



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M. TOOLE,  
*Mayor.*